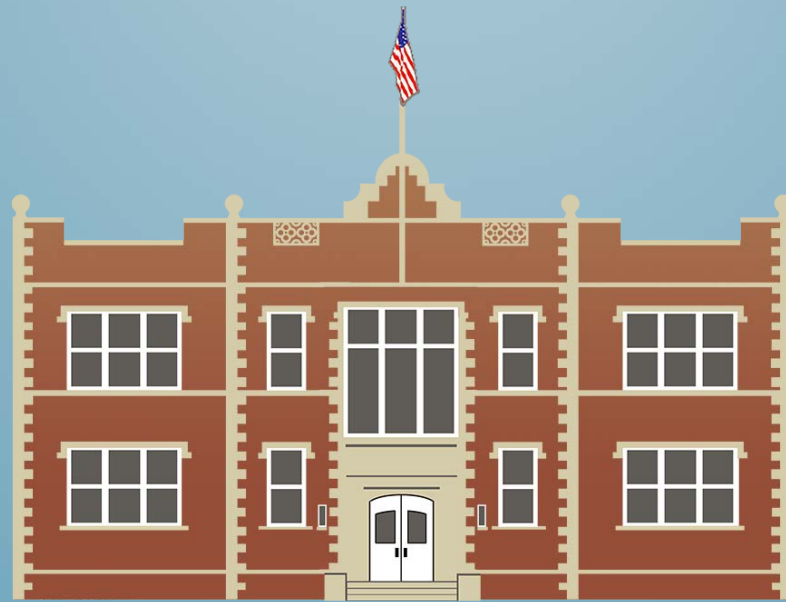


PREPAREDNESS FOR CULTURAL INSTITUTIONS



NCPTT

BE PROACTIVE NOT REACTIVE



Facing the Unthinkable

- *Planning*
- *Types of Emergencies and Disasters*
- *Emergency Preparedness*
- *Health and Safety*
- *Response and Triage*



Types of Emergencies and Disasters

- Natural vs. Manmade
 - Types
 - Unexpected vs. Anticipated



Types of Emergencies and Disasters

- *Emergencies*

- High probability
- Minor impact
- Localized
- Specific response

- *Disasters*

- Low probability
- Catastrophic damage
- Wider area involved
- Most serious in densely populated areas
- Multi-agency response



Types of Emergencies and Disasters

- *Man-made*

- Accidents
- Systems failure
- Plumbing leaks
- Arson, explosion
- Robbery, theft
- Vandalism, terrorism

- *Natural*

- Severe storms
- Floods
- Earthquakes
- Lightning, wild fires
- Heat waves
- Pest infestations



Types of Emergencies and Disasters

UNEXPECTED

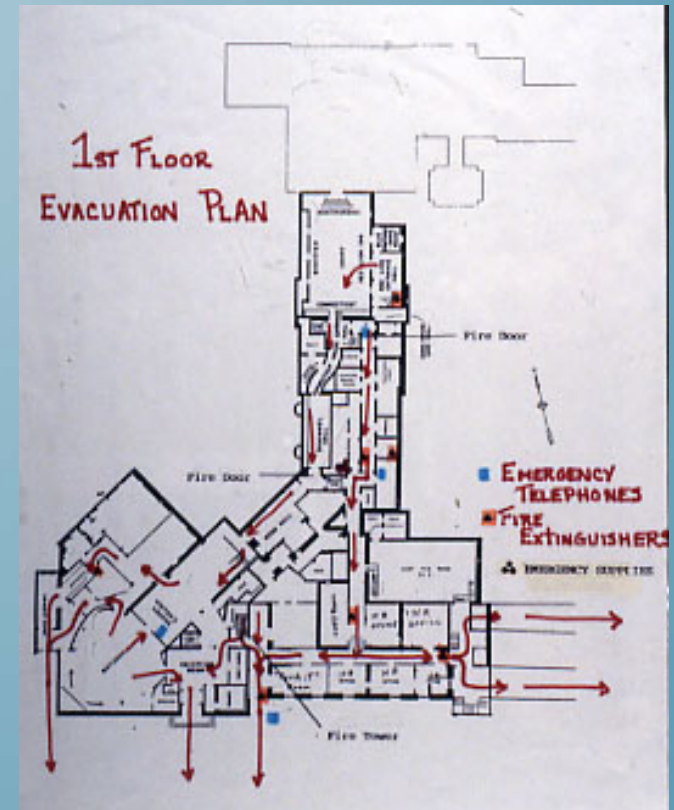
- **NO WARNING**
 - Explosion
 - Earthquake
 - Vandalism, theft
- Fire
- Tornado
- Conducive conditions known
 - Flash flood
 - Power failure

ANTICIPATED

- **CAN BE PLANNED FOR**
- Thunderstorms, lightning
- Wildfire
- Snow and ice storms
- Flooding
- Hurricane

EMERGENCY PREPAREDNESS

- *Planning*
 - Risk assessment
 - What is vulnerable?
 - Mitigation prior to disaster or emergency
 - Disaster plan



RISK ASSESSMENT

- *How much of my stuff is at risk?*
 - *What do I have?*
 - Artwork
 - Artifacts
 - Business paperwork – loan/gallery agreements, inventories, photographic records: back it up OFF-SITE!
 - *What is it made of?*
 - Some materials are more vulnerable to certain risks than others

COLLECTION MATERIALS

Most
Vulnerable

- 
- Paper, books and parchment
 - Textiles
 - Leather, ivory, shell
 - Mixed materials objects
 - Paintings on canvas
 - Wood veneer, gilt and painted surfaces
 - Photographs and films
 - Sound and video recordings
 - Ferrous metals
 - Porous stone and ceramics
 - Glass and non-porous ceramics
 - Nonferrous metals

Less
Vulnerable

RISK ASSESSMENT

- *What is the most important to me?*
 - *Create a priority list*
 - Monetary value
 - Research value
 - Historic or sentimental value



RISK ASSESSMENT

- What is the likelihood of a disaster occurring?
 - Know your building!
 - Fire alarms? Sprinkler systems?
 - Are you in a flood zone? Basement level?
 - Where are the shut offs?
 - Is there chemical storage? Where is it located?
 - Back-up power?



PLANNING

*Remember Be Proactive
Not Reactive*

- Disaster Plan?
- Disseminate
- Train ALL staff
- Inform All Involved
- Have Supplies



PLANNING

- *Contact List*
 - Building manager
 - Preparedness team/friends
- *Inventory and Priority List*
- *List of materials and supplies*
- *Backup storage/triage areas*
- *Professional help*





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WELCOME TO DPLAN

Is your institution ready to deal with a disaster today?

Disasters can come in all shapes and sizes, from natural disasters (floods, hurricanes, and earthquakes) to emergencies resulting from an accident (burst water pipe), deferred maintenance (leaking roof), or negligence (fire or mold). An effective response will be determined by how well prepared you are to deal with a disaster.

Disaster planning is an essential component of preserving your institution's collections. With a written disaster plan, libraries, archives, museums, historical societies, and other collection-holding institutions can reduce the risk of disaster and minimize losses. **dPlan** is perfect for small and medium-sized institutions that do not have in-house preservation staff. **dPlan** is also valuable for large library systems or museum campuses that need to develop separate but related plans for multiple buildings, locations, or branches.

dPlan can help you create a plan for disaster prevention and response. Enter data into the online template to create a customized disaster plan for your institution. This plan will help you:

- prevent or mitigate disasters,
- prepare for the most likely emergencies,
- respond quickly to minimize damage if disaster strikes, and
- recover effectively from disaster while continuing to provide services to your community.

[Learn More](#)

Are you ready to proceed? Choose one of these options:

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WORKING WITH EMERGENCY RESPONDERS: TIPS FOR CULTURAL INSTITUTIONS

- *Understand chain of command*
- *Identify ways your institution can help*
- *Table top exercise with local emergency management agency*
- *Appoint liaison and provide blueprints*



**WORKING WITH
EMERGENCY
RESPONDERS**

TIPS FOR CULTURAL INSTITUTIONS
What do they need to know before, during, and after an emergency?

A horizontal strip of four small images is located below the title. From left to right: a firefighter in full gear, a close-up of a fire, a fire truck with emergency lights, and a building that appears to be damaged or under construction.

In any major emergency, you will be working with local emergency responders to save and secure your institution. If you have a good relationship with your local emergency responders and know how their systems and practices work, you can help them keep your staff and collections safe.

BUILDING / SITE REENTRY

- Structural
- Electrical (live wires)
- Gas lines
- Carbon Monoxide
- Water
- Biological material (e.g. mold, pathogens)
- Pesticides and chemicals, including solvents

Personal safety is paramount!
Remember you are not replaceable!



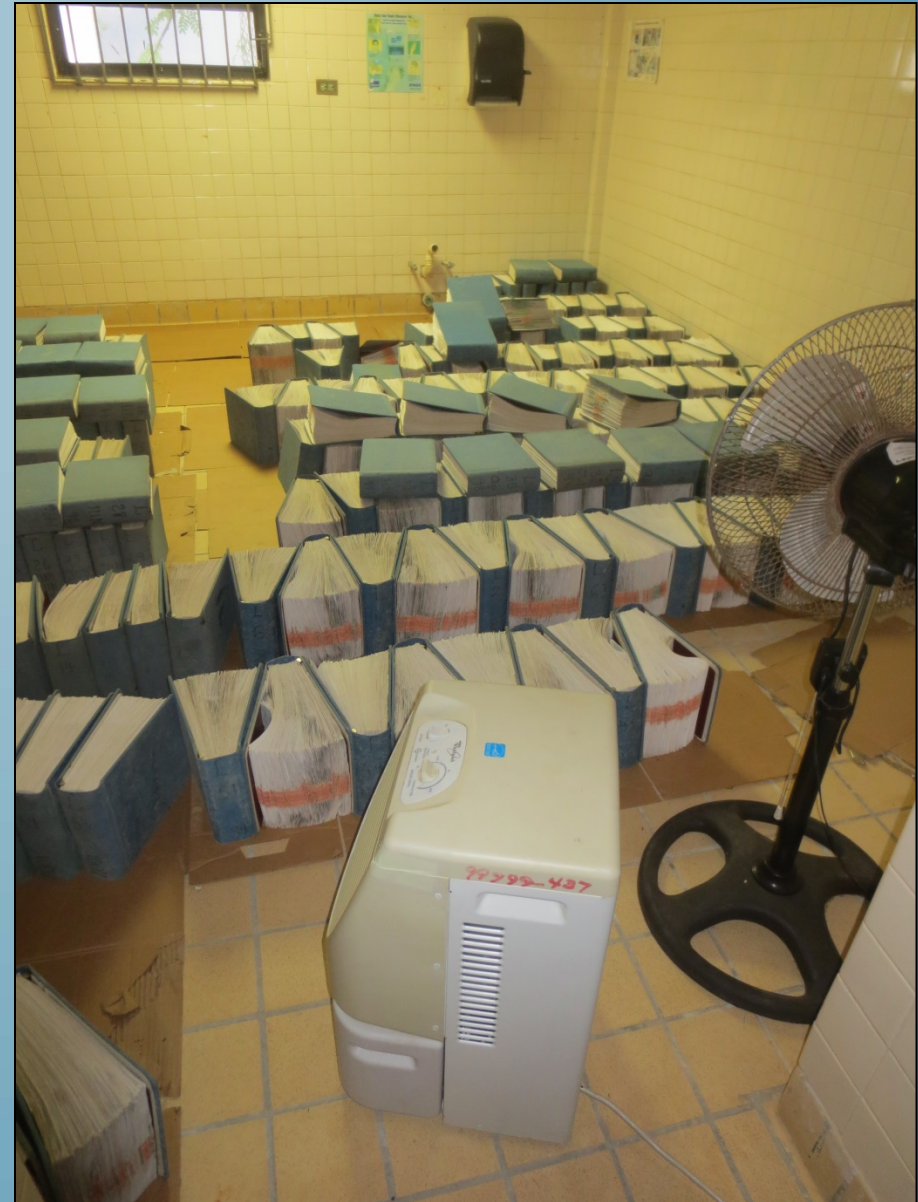
BUILDING / SITE REENTRY

- Remember your training
- Don't go alone
- Practice good hygiene
 - Wear Personal Protective Equipment (PPE)
 - Wash hands frequently
 - Bring clothes to change into before going home
- Stay hydrated and alleviate stress
- Document



AFTERWARDS

1. Documentation
2. Prioritization and Plan
3. Movement
4. Triage
5. Stabilization/Drying
6. Storage
7. Long Term Salvage



**WE ARE THERE
WHEN YOU
NEED US!**



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NHR



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202.661.8068